

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I have received during my time at the company. I have enjoyed working with you and the team and appreciate the support I have been given while contributing to [specific project or experience].

I will ensure a smooth transition of my responsibilities and will be happy to assist in training my replacement or completing any outstanding projects.

Thank you once again for the opportunity. I hope to keep in touch and wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]